

# EMERGENCY PLANNING



Would you know what to do in the event of an emergency? The following are some guidelines and recommendations to help you and your family prepare for a disaster.

## Be Prepared

Start out by stocking a survival kit for your home: **water, food, clothing, first aid kit, supplies and special items.** Keep these items in an easy-to-carry container ready to go in case of an evacuation. Suggested containers include a plastic storage bin, backpack or duffel bag.

Put items in airtight plastic bags and store the emergency kit in a convenient place known to all family members. Consider keeping a kit in your vehicles as well. Evaluate contents of the kit and family needs at least once a year. Replace items as needed.

## Plan and practice

- Evacuation procedures
- Individual roles
- Communication plan

## Stay in contact

- Decide on a meeting place outside of the neighborhood
- Choose an out-of-state friend or relative that will act as a point of contact for everyone

## Meet with neighbors

- Work together
- Assist neighbors with special needs
- Make plans for children at home if parents can't return to the area

## Complete these steps

- Post emergency phone numbers by every phone and program into cell phones
- Know how and when to shut off water, electricity and gas at main controls
- Install smoke and carbon monoxide alarms on each level of your home near bedrooms
- Make arrangements for animals, public shelters do not accept them

## Personal safety should be the highest priority

- During an evacuation, immediately follow instructions from fire, police, and emergency officials
- Learn alternate ways out of the neighborhood - plan and rehearse an escape plan
- Make a list of items to take with you - remember, you may only have a few minutes
- If told to evacuate immediately, take only essential items:
  - Medications/Prescriptions
  - Identification
  - Eyeglasses, dentures, hearing aids

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## Assemble emergency kits for your home and car

### WATER

- ☐ Store in a location that will prevent water from freezing.
- ☐ Avoid using containers that will decompose or break, such as wax milk cartons or glass bottles.
- ☐ Change your stored water supply every six months
- ☐ Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation and sanitation.)

### FOOD

- ☐ Store at least a three day supply of non-perishable food.
- ☐ Select foods that are compact, lightweight, require no refrigeration, preparation or cooking and little or no water.
- ☐ Rotate stored food every six months.
- ☐ Ready-to-eat canned meats, fruits and vegetables, juices, milk, soup (if powdered, store extra water).
- ☐ Staples – sugar, salt, pepper.
- ☐ High-energy foods – peanut butter, jelly, crackers, granola bars and trail mix.
- ☐ Comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee, and tea bags.

### CLOTHING

- ☐ Include at least one complete change of clothing and footwear per person.
- ☐ Sturdy shoes or work boots
- ☐ Hat and gloves
- ☐ Sunglasses
- ☐ Thermal underwear and rain gear

### FIRST AID

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sterile adhesive bandages           | <input type="checkbox"/> Needle                       | <input type="checkbox"/> Sunscreen                            |
| <input type="checkbox"/> Triangular bandages                 | <input type="checkbox"/> Moistened towelettes         | <input type="checkbox"/> Aspirin or non-aspirin pain reliever |
| <input type="checkbox"/> Sterile gauze pads (assorted sizes) | <input type="checkbox"/> Antiseptic                   | <input type="checkbox"/> Anti-diarrhea medication             |
| <input type="checkbox"/> Hypoallergenic adhesive tape        | <input type="checkbox"/> Thermometer                  | <input type="checkbox"/> Antacid (for stomach upset)          |
| <input type="checkbox"/> Scissors                            | <input type="checkbox"/> Medicine dropper             | <input type="checkbox"/> Prescription drugs                   |
| <input type="checkbox"/> Tweezers                            | <input type="checkbox"/> Safety pins (assorted sizes) |   |
|  | <input type="checkbox"/> Soap                         |   |
|  | <input type="checkbox"/> Latex gloves (2 pair)        |   |

### TOOLS AND SUPPLIES

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Plastic cups, plates and utensils    | <input type="checkbox"/> Pliers                            | <input type="checkbox"/> Paper & pencil   |
| <input type="checkbox"/> Battery operated radio & flashlights | <input type="checkbox"/> Tape                              | <input type="checkbox"/> Needles & thread |
| <input type="checkbox"/> Extra batteries                      | <input type="checkbox"/> Compass                           | <input type="checkbox"/> Whistle          |
| <input type="checkbox"/> Non-electric can opener              | <input type="checkbox"/> Wrench to turn off gas and water  |   |
| <input type="checkbox"/> Utility knife                        | <input type="checkbox"/> Plastic sheeting                  |   |
| <input type="checkbox"/> Fire extinguisher – ABC type         | <input type="checkbox"/> Matches in a waterproof container |   |
| <input type="checkbox"/> Tent / sleeping bag / blankets       | <input type="checkbox"/> Aluminum foil                     |   |
|   | <input type="checkbox"/> Plastic storage containers        |   |
|   | <input type="checkbox"/> Signal flare                      |   |

### SPECIAL NEEDS

#### Important Documents (in waterproof container)

- ☐ Cash and / or travelers checks
- ☐ Important telephone numbers
- ☐ Will, insurance policies, contracts
- ☐ Social Security Cards / Bank numbers
- ☐ Inventory of valuable household goods

- ☐ Family records (birth / marriage)
- ☐ Denture needs
- ☐ Extra eye glasses
- ☐ Contact lenses and supplies
- ☐ Medications
- ☐ Oxygen

#### For Babies

- ☐ Formula / Bottles / Powdered Milk
- ☐ Medications
- ☐ Diapers

#### For Pets

- ☐ Extra food
- ☐ Medications

#### Sanitation

- ☐ Plastic bucket with tight lid
- ☐ Toilet paper & towelettes
- ☐ Plastic garbage bags & ties
- ☐ Soap
- ☐ Personal hygiene items
- ☐ Disinfectant / Bleach